

# Eden Prairie Firefighter Relief Association

Regular Board of Trustees Meeting

November 15, 2018

In Attendance: George Esbensen, Tom Wilson, Sue Kotchevar, Collin O'Brien, Travis Jacobs, Eric Hayes, Travis Dahlke, Doug Hayden, and Mike Luger (guest).

President Hayes called the meeting of the Eden Prairie Firefighter Relief Association (EPFRA) Board of Trustees to order at 5:30 PM.

The minutes from the September 6, 2018 Special Meeting of the EPFRA were reviewed and approved by unanimous voice vote after a motion to approve the minutes was made by Mr. Jacobs and seconded by Mr. O'Brien. The minutes from the October 25, 2018 Board of Trustees meeting were reviewed and approved by unanimous voice vote after a motion to approve the minutes was made by Mr. Jacobs and seconded by Ms. Kotchevar.

## Officer's Reports

President: The active membership will be notified of how the current bylaws impact retirement benefits.

Vice President: No report

Secretary: Applications for retirement benefits have been sent to Mike Luger (15 years), Jay O'Connell (21 years), and Scott Johnson (30 years). The State Auditor's Fire Relief Association Working Group has not met since October 16, 2018. The next meeting is scheduled for November 29, 2018,

Treasurer:

### Account Balances

Special Account	\$ 2,168.80
General Account	\$10,439.36

### Accounts Payable

#### Special Account

Pension Benefits for October \$92,153.34

ADP \$ 283.98

#### Accounts Receivable

##### General Account

City of Eden Prairie, FF Dues \$ 328.99

Donations \$ 907.50

### Miscellaneous

Debit cards for use with the General Fund have been received and distributed to the appropriate parties.

The EPFRA is not a 501(c)3 charity but donations are still tax deductible.

### **Unfinished Business**

The recent changes made in bylaws were discussed. There is a 32 years of service cap on monthly retirement benefits that does not apply to lump sum retirement benefits. Mr. Hayes will notify the active membership of this. The procedure to follow when making application for retirement benefits, as spelled out in the bylaws, was discussed. The Notice of Intent to Retire must be made to the Board of Trustees no later than 90 days before the member's date of retirement to avoid possible delays in obtaining benefits. Mr. Wilson will draft a letter outlining the procedure to follow in requesting retirement benefits that will be available to active members (possibly on Fire Manager) and deferred members.

Mr. Dahlke reported on plan to add the ability to make online donations to the EPFRA. Paypal would be the best application to use for this purpose. The plan is to notify the City Manager of this and work with Communications Division to add a donations button. Mr. Wilson suggested that the location of the EPFRA on the City of Eden Prairie website be moved so that it has its own heading under Fire Department to make it more visible/accessible to the public.

The digitalization of EPFRA paper records with Sidekick Inc. is still in process. President Hayes will ask the former Treasurer to assist the new Treasurer in selecting the appropriate financial information to be digitalized as per the requirements of the general records retention schedule recently adopted by the EPFRA.

### **New Business**

No new business.

There being no additional business a request for motion to adjourn was made by President Hayes. A motion to adjourn was made by Mr. Esbensen. Mr. Hayden seconded the motion. The motion was approved by unanimous voice vote and the meeting was adjourned at 6:05 PM.

The next regular meeting of the EPFRA Board of Trustees is scheduled for December 20, 2018 at 5:30 PM in the office of the EPFRA.

Respectfully Submitted,

Tom Wilson  
Secretary, EPFRA Board of Trustees